

Employee Absence Notice Form

This **employee absence notice form** sample streamlines the process of reporting time off requests, ensuring timely communication with supervisors. It requires supervisor approval to maintain proper staffing levels and operational efficiency. Using this form helps organizations track absences and plan workloads effectively.

Employee Name:

Employee ID/Number:

Department:

Date(s) of Absence:

to

Type of Absence:

Reason (if applicable):

Contact Information During Absence:

Employee Signature:

Date Submitted:

Supervisor Approval

Supervisor Name:

Approval Status:

Supervisor Comments:

Supervisor Signature:

Date:

Submit

